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Approved For Release 2001/09/04 : CIA-RDP80-00679A000200010067-2

16 MAR 1954

MEMORANDUM FOR: Chief, Processing and Records Division  
Chief, Placement and Utilization Division  
Chief, Classification and Wage Division

SUBJECT: Overstaffing for Purposes of Recruitment and the  
Processing of Individuals for Employment with the  
Agency

1. GENERAL

The following procedures are established to implement an agreement with the Office of the Deputy Director (Intelligence) whereby various components of the DD/I will be permitted to establish "Temporary Identical-Additional" positions in order that they might maintain their current strength close to the actual authorized strength. Individual components of the DD/I shall be permitted to exceed their current ceilings for recruitment and processing purposes <sup>(including e.o.d.)</sup> so long as the overall DD/I on-duty ceiling is not exceeded. This agreement covers the use of positions in this manner which are IAable (i.e. group type jobs only) and does not provide for the double incumbency of key (one of a kind) technical or supervisory positions, except as indicated in this instruction.

2. PROCEDURES:

a. ESTABLISHING AND PROCESSING TEMPORARY IDENTICAL-ADDITIONAL POSITIONS

(1) Components of the DD/I shall be permitted to initiate Requests for Personnel Actions, including a request for a Temporary IA position (on the SF-52), for the purpose of recruiting or assigning new personnel to such positions. These positions will be in addition to authorized Table of Organization positions which are IAable, and in addition to authorized IA positions already existing.

*8em  
not necessary*

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(2) Upon receipt of a personnel action requesting a "Temporary IA" position and the appointment or assignment of new personnel, the Transactions and Records Branch shall transmit the action to the Classification and Wage Division for classification review and the assignment of "Temporary IA" position number designation. Upon receipt of CWD approval, the Transactions and Records Branch shall establish the position in the Position Control File CLEARLY INDICATED AS A "TEMPORARY IDENTICAL-ADDITIONAL POSITION".

(3) Upon receipt of a subsequent personnel action involving the "Temporary IA" position or a position in the IAable group to which it is attached, the following action shall be taken, as appropriate by the Transaction and Records Branch:

(a) In cases when the "Temporary IA" position is vacated by reassignment, separation, etc., that position will automatically expire.

(b) In cases when a position in the IAable group to which the "Temporary IA" position <sup>is attached</sup> is vacated by reason of reassignment, separation, etc., the Branch shall inform the operating component concerned that action reassigning the incumbent of the "Temporary IA" position, in order to vacate it, must accompany the action previously indicated. Upon its receipt, both actions will be processed and the "Temporary IA" position will automatically expire.

*I do not believe  
this is necessary  
technically  
JSM*

(ONE OF A KIND)

b. SPECIAL PROCEDURES FOR KEY/TECHNICAL OR SUPERVISORY POSITIONS

The procedures indicated in paragraph a., above, shall be followed except that the requested "Temporary IA" position shall not be established

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unless the requesting action is accompanied by a personnel action, or statement indicating a resignation <sup>or reassignment</sup> "in hand", effective within 30 days of the effective date of the action involving the "Temporary IA".

~~position to vacate the authorized position to which the "Temporary IA" position is attached.~~ Such "Temporary IA" positions shall be flagged for review at the end of 20 days so that an appropriate action may be initiated by the operating component to relieve the position, which upon being vacated, will expire.

### 3. REVIEW BY THE PLACEMENT AND UTILIZATION DIVISION

*not necessary so long as the overall DD/I ceiling is not exceeded*  
The Chief, Deputy Chief, or appropriate Placement Officer of the Placement and Utilization Division shall, in the course of their review of such actions for qualifications, etc., require from the operating component concerned information as to the need for either exceeding the authorized ceiling of the component or for use of "Temporary IA" positions.  
*OK - Duty may not be exceeded without special OK.*

### 4. STATISTICAL CONTROL

*not necessary*  
The Chief, Processing and Records Division shall maintain a current inventory on the use of "Temporary IA" positions in the DD/I area, using strength figures compiled by the Office of Personnel each month. Daily adjustments will be made thereto based upon actions involving these positions in process in the Division.

George E. Meloon  
Deputy Assistant Director  
for Personnel

*the monthly strength report will accurately show the on duty strength of the DD/I - OK if a component for components of DD/I are over ceiling so long as total DD/I ceiling is not exceeded*  
- 3 -

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

NO.

DATE

[REDACTED] / PRDS

12.0.

16 March 54

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. AC / Plans		16 Mar 54		BM	Attached draft of instructions on overstaffing in DD/I area has not been fully coordinated within the Office of Personnel. Discussions have been had with CWD and although they have no general disagreement with this proposal they have expressed some reservations with regard to the workload and effectiveness of the controls required in the program.
2. DC/PRDS		16 Mar		JK	
3. EXO/P		16 MAR 1954	17 MAR 1954	(C)	
4. DAD/P		17 Mar		Mc	
5. Ch. PRDS	218	18 Mar	18 Mar	JK	It is suggested that any further discussions with representatives of the DD/I stress the need for some centralized control of such actions in the DD/I so that our Processing and Records Division will not be required to "police" this procedure without assistance.
6. AC/Plan (over)					
7.					
8.					
9.					After we have experimented with this procedure for a while, it may develop that CWD review of all such actions is not necessary. However, in the beginning such review is recommended so that that Division can:
10.					
11. 3-4 Why not prescribe this for all elements and not just DD/I?					
12. CWC					
13. because I doubt if DDP would agree that FE for example could exceed its on duty ceiling					Determine what is happening to the T/Os. Establish ground rules for approving the establishment of "Temporary IA" positions.
14. if WE was under ceiling etc					
15. on that basis					
16. for DD/I wants to work					1-2 This is still pretty rough editorially but DAD/P requested a draft today. The procedure is spelled out however.
17. on that basis					2-3 This is the draft Mr. Malone asked to have today. Mr. [REDACTED]

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We'd appreciate your comments before this is prepared in final form.

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5-6 *Revised*

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